

FUNCTIONAL ACTIVITY

The primary function of Library Entrance Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Friends' Bookstore and the main Public Rest Rooms for the facility. The lobby will provide space for library patrons to enter and exit the library.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Library Program Space. It should be conveniently located to allow access to both.

ADJACENT:

Circulation Services
Library Program Space

CLOSE:

Audio-Visual Library
Browsing
Children's Library

PROXIMITY:

Fiction Collection
Reference Services

AWAY:

General Building Services

DIVISION SPACE SUMMARY		Sq. Ft.
Friends' Bookstore		248
Public Entrance & Lobby		N/A
Public Rest Rooms		N/A
TOTAL:		248



Functional Activity

The Friends' Bookstore will be operated by volunteers from the Friends of the Library. Library patrons and visitors to the Public Meeting Rooms will be able to stop in and browse through the store and make purchases. The revenues from the store will go toward financing the operation of the library. Books and materials in the store will be marketed with display shelving that should be attractive with an emphasis on browsing and eye-catching appeal.

Occupancy

Staff Workstation: 1

Relationships

The Friends' Bookstore must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library. A close proximity to the Friends' Workroom would help volunteers moving book trucks and boxes as they replenish the bookstore stock.

ADJACENT:

Public Entrance & Lobby

CLOSE:

Friend's Workroom

Flexibility

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since the availability of the Friends' volunteers can change. If underutilized in the future, this room should be able to be converted to another meeting room, training room, or study/tutoring room.

Fenestration

Windows are not required but an exterior display window for the promotion of merchandise with access through the Friends' Bookstore would be an asset.

Finishes

Since this area is located at the main entrance of the library, it must be very attractive and uncluttered. The retail nature of the space should be emphasized through the use of merchandise display techniques. The floor finishes must be stain resistant, dirt repellant, durable and low maintenance since this will be a relatively high traffic area and food and drinks may be served. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Vinyl, Sisal or Fabric wall covering; Tackable surfaces; Vinyl or carpet cove base; Chair rail; Wall-mounted retailing display units

FLOOR:

Anti-static carpet tile, unfinished quarry tile, vinyl tile, or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl tile or unglazed ceramic tile at food preparation area

Access

The Friends' Bookstore and Coffee Shop must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

If network access is available at the café tables for portable computers or other electronic



equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to a volunteer's duties, (e.g., washing dishes), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This space should be acoustically buffered from the library. The Bookstore and Coffee Shop will be part of the noisy entrance area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to acoustically separate this area from the lobby so that patrons can shop undisturbed.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels.

Illumination

Specialized accent lighting of 40 to 50 foot candles at the bookstore entrance, counter tops, and all product display units including shelving. Light should be provided within in-wall glass display cases. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main checkout (point of sale) location; and one duplex data only outlet (two data) at each table location around the perimeter wall for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for a side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security

This space should be able to be secured separately from the library to allow for use after hours when the library is closed, but when meetings are taking place in the building. Display cases should be lockable. Layout must balance control of merchandise with display in order to attract customers while diminishing theft. The volunteer workers in the store will supervise this space.

Signage

Required signage includes a major area directional and identification sign which can be seen



from the lobby. This directional sign ("Friends' Bookstore") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Friends' Bookstore") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. Other signage should include changeable information signs including hours of operation and restriction signs (e.g., "No Smoking").

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck	1	10	10
Case, Merchandise Display	1	35	35
Cash Register	1	0	0
Clock	1	0	0
Shelving, SF 84"h Steel W/ 6 Shelves	10	12	120
Sign, Announcement	1	0	0
Stool	2	0	0
Supply Cabinet	1	18	18
Telephone Handset	1	0	0
Workstation, Bookstore Service Counter	1	65	65



Functional Activity

This space provides access to the library as well as its ancillary services. The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. The lobby should be an inviting space that welcomes the public to the library. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Library Program Space, Friends' Bookstore and Public Rest Rooms should all be accessible or visible from the lobby.

ADJACENT:

Circulation Desk
Friends' Bookstore
Public Rest Rooms

CLOSE:

Library Program Space
AV Collection & Seating
Children's Entrance (Interior)
Copy Center (Circulation Services)
New Book Display

PROXIMITY:

Fiction Collection & Seating

AWAY:

Loading Dock

Flexibility

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it will also serve as a display area for exhibits.

Fenestration

Glass is required in the front doors and inside windows to provide a view to the outside and a view into the library. Skylights or clerestories for additional natural light are recommended.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:

Plaster or acoustical tile

WALLS:

Highly durable and flame retardant; Paint (Latex semi-gloss recommended);
Sisal or vinyl wall covering; Marble or granite wainscoting; Etched,
silk-screened, or fritted glass to library or exterior; Hanging track;
Tackable surfaces

FLOOR:

Terrazzo tile, unfinished quarry tile with non-slip matte finish or
equal; Walk-off mats; Grating system

Access

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Pay telephones must comply with forward (maximum of 48" above finished floor) and side reach (maximum of 54" above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone. If four or more phones are available for public use, either inside or outside of the facility, and at least one is inside the facility, then at least one must provide text display capability. If telephone books are made available to the public, then they must also comply with forward and side reach requirements. If telephones are located in sound enclosures then they must have a minimum 30" clearance at the entrance.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

Illumination

General lighting of 15 to 20 foot candles, with specialized accent lighting of 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the self-checkout locations and information kiosks with additional outlets for future growth; and one single voice outlet (one voice) for each pay telephone location.

Security

Much of the lobby should be visible to the staff at the Circulation Desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular



to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bench, Lobby (3 Person)	2	0	0
Bulletin Board	2	0	0
Case, In-Wall Display	1	0	0
Plaque, Dedication	1	0	0
Rack, Literature Display Handout	2	0	0
Sign, Announcement	1	0	0
Telephones, Public Pay (2 Heights)	1	0	0
Urn, Cigarette Ash	1	0	0



Functional Activity

This will be the main bank of Public Rest Rooms located just off the lobby which will serve library patrons and people attending programs in the meeting rooms.

Relationships

The Public Rest Rooms must be just off the Lobby and close to the Library Program Space. The entrance to the rest rooms should be easy to find and convenient. The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore.

ADJACENT:

Circulation Desk (Sight Lines)
Public Entrance & Lobby

CLOSE:

Friends' Bookstore
Library Program Space
Circulation Desk
Custodial Sink & Supply Closet

Flexibility

Rather than expand the existing rest rooms, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows.

Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drains

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated
Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can



require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Security

The staff at the Circulation Desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. Staff at the Circulation Desk will control access to the rest rooms via a remote electronic switch at the desk. All rest rooms will be lockable so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode	7	0	0
Diaper Changing Counter	2	0	0
Hand Dryer	2	0	0
Mirror, With Shelf	2	0	0
Paper Towel Dispenser	4	0	0
Sink And Counter	6	0	0
Soap Dispenser	6	0	0
Stall	7	0	0
Urinal	3	0	0



FUNCTIONAL ACTIVITY

The function of this division is to provide performance, conference and meeting room space that can be used for library programs and by community groups. The Meeting Room will be a large open multi-purpose space with seating, a presenter's location, amplified sound, and projection capability. It should be easily reconfigurable for training, tutoring, large children's programs, computer literacy instruction, or performances. The Meeting Room will provide space for small group meetings, library programs, staff conferences, continuing education, and literacy tutoring.

SPATIAL RELATIONSHIPS

The major spatial relationship of the Library Program Space is to the Library Entrance Division. The Public Meeting Room complex needs to be clearly visible upon entering the Library, even if housed on a secondary floor. Unlike many libraries, the Library Program Space is unlikely to be used when the rest of the library is closed. The City encourages groups to use the nearby Community Center, rather than maintain the library's space as a major public meeting space. The space will primarily be used for library programs.

CLOSE: Public Restrooms

PROXIMITY: Library Entrance

DIVISION SPACE SUMMARY		Sq. Ft.
AV, Chair & Table Storage Room		160
Kitchenette		123
Meeting Room		1,560
Pre-Function Reception		60
TOTAL:		1,903



Functional Activity

This room will be used to store tables and chairs and house audio-visual equipment that will be used in the Public Meeting Rooms. Some AV equipment, such as the sound system, may be permanently located in this room and be operated from here.

Relationships

This room must be adjacent to the Library Program Space so that equipment can be moved back and forth easily.

ADJACENT:

Library Program Space

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Fenestration

No windows required.

Finishes**CEILING:**

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards

FLOOR:

Vinyl tile

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height. Signage will meet requirements as outlined in the Signage Space Detail.

HVAC

If AV equipment is housed and operated here, heat must not be allowed to build up.

Illumination

Minimal lighting required (30 to 40 foot candles); enough to move tables and chairs, and operate AV equipment. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

If AV distribution equipment is located in this room, the signal must be distributed throughout the Meeting Room, Conference Room, and other specified locations in the library. One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Audio - Visual

If AV equipment is operated in this room, signal must be able to be distributed throughout the auditorium, meeting and conference rooms as needed.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
AV/Technology Equipment Cart, Small	1	10	10
Cabinet, AV Equipment	1	15	15
Dolly, Chair	5	15	75
Dolly, Table	4	15	60
TV Monitor, 32"	1	0	0



Functional Activity

As part of the meeting room complex, the Kitchenette will serve as a warm-up kitchen and pantry for light refreshments served at community group meetings, receptions, and training sessions.

Relationships

The Kitchenette should be adjacent to the rear entrance of the Meeting Room so that refreshments can be brought in without disturbing a meeting or program. A pass through window might be included, so that light refreshments can be served without having to set up separate tables.

ADJACENT:

Meeting Room

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No exterior windows are required, but a service window to the Auditorium, Meeting Room and/or lobby are desirable.

Finishes

The finishes in this space should be light in color and easy to clean. Counters and work surfaces should be a high quality laminate with rounded corners and edges to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints.

CEILING:

Acoustical tile

WALLS:

Vinyl wall covering or paint (Latex gloss or semi-gloss recommended)

FLOOR:

Unglazed ceramic tile, vinyl tile, linoleum, sheet vinyl, or carpet tile

Access

The Kitchenette must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This is a somewhat noisy area, because of occasional conversations between staff. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to keep the sound generated here from disturbing programs and meetings in the Auditorium, Conference Room or Meeting Room.



HVAC

Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Kitchenette.

Illumination

Overhead lighting in combination with under cabinet task lighting and light colored finishes.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

The door(s) to the Kitchenette should be lockable and access controlled by staff. Cabinets should be lockable as well.

Signage

Required signage includes a permanent room identification sign ("Kitchenette" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Restriction signs (e.g., "Please Leave Kitchen Clean") and changeable and permanent information signs should also be included. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Bulletin Board	1	0	0
Cabinets, Above Counter (Lockable)	6	0	0
Cabinets, Below Counter (Lockable)	6	0	0
Coffee Maker/Urn	2	0	0
Coffee Thermos	2	0	0
Garbage Bin, Interior	1	15	15
Hot Water Urn	2	0	0
Microwave Oven	1	0	0
Paper Towel Dispenser	1	0	0
Recycling Bin	1	15	15
Refrigerator	1	20	20
Sink	1	18	18
Soap Dispenser	1	0	0
Stove Top & Oven, Electric	1	15	15
Workstation, Food Preparation Counter	1	40	40



Functional Activity

The Meeting Room will provide audience seating for library programming, community meetings, small public forums, continuing education, literacy tutoring, or Internet training. The room will allow multiple arrangements ranging from lectures and conferences to training layouts.

Occupancy

MEETING ROOM SEATS: 125

Relationships

The Meeting Room should be visible from the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms.

ADJACENT:

AV, Chair & Table Storage Room
Kitchenette
Public Entrance & Lobby

CLOSE:

Custodial Sink & Supply Closet
Public Rest Rooms

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Meeting Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48"



above the finished floor. Thresholds cannot exceed ½" in height.

Portable assistive listening technology may be substituted for the required permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system may be required to provide an appropriate environment for performances or presentations.

HVAC

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms Division, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location (s). This can be within the lectern or instructor's station, wall-mounted, or located in a recessed floor box.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on the wall 6" above any perimeter counter or 15" above the finished floor at locations that will support computer terminals, phones, or supplemental networked equipment. At a minimum, provide one duplex outlet every ten feet on all walls in the Meeting Room.

Optionally, the Meeting Room may be used for computer training or distance learning either at the opening of the library or in the future. For a new construction project, at a minimum, the conduit/floor box or under-floor duct system should be installed to support future communications cabling. To provide network connectivity within this room for opening day,



provide one single data drop per seat. This drop can be either terminated on the wall in a standard wall plate or can be installed in the floor. Associated power will be required consisting of one duplex power receptacle for every single data drop (jack) provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio - Visual

Presentation of videotape or DVD material in conference rooms may be accomplished using installed or portable televisions. For projection of computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Projection is recommended over monitors in rooms seating more than 12 people. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room. For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Meeting Room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Meeting Room.

If the Meeting Room will be used to videotape events and presentations, or where it will be used for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects.

Control panels enabling operation of audio-visual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens.

Security

This area will have assigned staff who are charged with its supervision. The Meeting Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a major area directional and identification sign which can be seen



from the lobby and Circulation Desk. This directional sign ("Public Meeting Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

A Permanent room identification sign ("Meeting Room") wall-mounted on the latch side of the doors at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Meeting Room - Stacking	125	12	1,500
Clock	1	0	0
Lectern (w/ Space For A Portable Computer)	1	60	60
Projection Screen, Motorized Ceiling	1	0	0
Projector, Ceiling Mounted	1	0	0
Speaker, Portable W/ Microphone	1	0	0
Table, Meeting Room	28	0	0
White Board	1	0	0
White Board, Electronic	1	0	0



Pre-Function Reception

60 Sq. Ft.

Functional Activity

This area provides space for processing registrations and sign ins, distributing materials and assisting visitors to events in the Meeting Room.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Chair, Meeting Room - Stacking	2	12	24
Queuing Space (Per Person)	6	6	36
Table, Meeting Room	1	0	0



FUNCTIONAL ACTIVITY

National City's population is estimated to be 36% illiterate. The Library's Literacy Services have assisted residents in improving their reading and writing skills for over 17 years. The primary function of the Literacy Division is to house the Literacy program's staff, collections, meeting and tutoring areas, and administration. The individuals who use the services of the literacy center will include those needing help with reading, writing or study skills or individuals for whom English is a second language. The Literacy Center, its design and location, should afford a great deal of privacy to those individuals who might not otherwise seek assistance. The area should be removed from the busier areas of the library since noise can hamper testing or learning for individuals with a learning disability.

SPATIAL RELATIONSHIPS

This Division has no specific adjacency requirements except that it should be located in a more remote, quieter area of the library. The center should provide a level of privacy for the users, as many may not otherwise seek the Literacy Division's services.

DIVISION SPACE SUMMARY		Sq. Ft.
Conference Room		205
Literacy Collection & Seating		130
Literacy Office		115
Literacy Tutoring Area		500
Literacy Workroom		699
TOTAL:		1,649



Functional Activity

The Literacy Conference Room will be used as a small group meeting room, mini-classroom or training room, a quiet study room, a literacy staff conference or project room, or a multimedia viewing room.

Occupancy

CONFERENCE TABLE: 1
CHAIRS: 8

Relationships

This area must be adjacent to the Literacy Office and Literacy Workroom.

ADJACENT: Literacy Office
Literacy Workroom
Literacy Collection and Seating

CLOSE: Public Rest Rooms

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Any natural light in this area must be controlled to avoid glare on the projection screen or interference with multimedia presentations. Interior windows will require roller shades or other room darkening devices in order to ensure high quality presentations.

Finishes

The walls and carpet will not have the heavy use of public areas, but still must maintain a quality appearance after many years of normal use.

CEILING: Acoustical tile

WALLS: Paint (Latex semi-gloss recommended); Vinyl or Fabric Wall covering with acoustical panel for sound absorption; Vinyl or carpet cove base; Tackable surfaces; Hanging track

FLOOR: Anti-static carpet tile with enhanced backing (No carpet pad permitted)

Access

The Literacy Conference Room will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

A 36" wide door with a minimum clearance of 32" is required. Interior door can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Acoustics

This room will generate a fair amount of noise because of the exchange between the learners and the tutor, amplified sound and voice, and noise generated from the equipment. Surfaces should be absorptive and include carpet, acoustical wall treatment and acoustical ceiling tiles.

HVAC

Separate temperature control is required. Comfort level to be set at 68o to 72 o and 72o to 78 o during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to



12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the occupants.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Light controls should be located at the entrance.

Telecommunications

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Audio - Visual

The Literacy Conference Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A white board should be provided.

Security

The Literacy Workroom staff must easily supervise this space. Sight lines to the room, which should have a glass wall and glass door to the public area, must be unobstructed. This space must be able to be locked when not in use.

Signage

A sign on the door that leads to this space that says: "Conference Room".

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
AV/Technology Equipment Cart, Small	1	10	10
Chair, Conference Room	8	0	0
Table, Conference	1	195	195
TV/VCR Player	1	0	0
White Board	1	0	0



Functional Activity

This area of the Literacy Center will house the books, tutoring materials, worksheets, and study skills materials. This space provides entry to the other literacy areas.

Occupancy

Visitors Chairs: 7

Collections

Literacy
Literacy Self Instruction

Relationships

The Literacy Collection and Seating Area should be in a less trafficked area of the library.
The Literacy Collection and Seating Area should be adjacent to the Literacy Office and the Literacy Workroom.

ADJACENT:

Literacy Office
Literacy Workroom

CLOSE:

Literacy Study/Tutoring Room(s)
Literacy Conference Room

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, East and West facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric Wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Literacy Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular



to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

A moderate to high level of acoustical control is required to keep noise generated in this space from spreading throughout the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, instruction or presentation, or undisturbed browsing.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot

